

## Training Requirements for Staffs:

All staffs must have the skills and abilities to provide quality services for the people they serve. Minimally, staffs must demonstrate competency in the following areas (taken directly from the CORE pre-service curriculum) before services are provided. *Hours in parentheses are estimates of the time needed to achieve competency and may be higher or lower depending on the existing skill level of the staff and the skills required for serving a particular waiver recipient.*

1. Confidentiality, Accountability and Prevention of Abuse and Neglect (1.5 hours)
2. First Aid (4 hours)
3. Fire Safety/Disaster Preparedness related to the specific location of services (1 hour)
4. Understanding Disabilities (MR/RD and Autism)  
**OR**  
Orientation to Head and Spinal Cord Injuries (HASCI): This training must be specifically related to the person/family needing services (1-3 hours)
5. Signs and Symptoms of Illness and Seizures (1 hour)

### **The following describes two ways in which staffs can demonstrate competency:**

1. Taking and passing tests (CORE curriculum) in the above categories. Tests may be taken as part of DSN Board Training or may be taken when training does not occur.
2. Recipient/responsible party can approve staff competency for items 3 - 5 above, but cannot sign off on items 1 or 2.

Staffs must also demonstrate competency in any consumer-specific special techniques / procedures / equipment and must be oriented to the habits, preferences, and interests of the consumer. Staffs must be able to communicate with the recipient. The recipient or family will typically provide this training to the staff. DSN providers, however, should allow access, upon request, to training classes and/or assist with staff training.

The recipient/responsible party, prior to services beginning, must complete the attached Staff Certification form for each staff. This form along with supporting documentation (training records, tests, etc.) will be maintained by the local DSN Board.